

## **Filing Requirements - Chapter 11** **for Cases filed on and after October 17, 2005**

The requirements listed below outline what documents must be filed at the time of case opening for cases under Chapter 11. **New requirements pursuant to BAPCPA are listed in boldface.**

All documents listed are due with the petition or within 15 days unless otherwise noted.

### **Chapter 11 - Filing Fee \$1,039.00**

- Voluntary Petition *Official Form B1*
- Exhibit A to Voluntary Petition (*Corporate Ch. 11 debtors who are publicly held*) (*due w/in 5 days*)
- Exhibit C to Voluntary Petition (*due w/in 5 days*)
- List of Creditors Holding 20 Largest Unsecured Claims (*due w/in 5 days*)
- Summary of Schedules *Official Form B6*
- **Statistical Summary of Certain Liabilities** *Official Form B6 - Summ 2 (Individuals only)*
- Schedules A-J *Official Form B6 A - J* (C, I & J not required for partnership & corporate cases)
- Declaration Concerning Debtor's Schedules *Official Form B6-Decl*
- Statement of Financial Affairs *Official Form B7*
- Social Security Number Verification Form *Official Form B21 (individuals only) (due w/petition or show cause hearing)*
- Statement of Corporate Ownership (*Rule 1007(a)(1)*) (*corporate cases only*)
- Attorney Compensation Disclosure Under 2016(b) (*due w/in 5 days*)
- Matrix and Verification of Creditor Matrix (*due immediately*)
- Filing Fee or Application to Pay Filing Fees in Installments (*Only individuals may pay in installments*) (*due immediately*)
- **Credit Counseling Certificate, or Certification of Exigent Circumstances or Motion for Exemption** (*Individuals only*) (*due immediately*)
- **Statement of Current Monthly Income** *Official Form B22B (Individual cases only)*
- **Non-attorney Preparer Notice**
- **Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition (§ 521(a)) - to be included in Item 17 of Schedule I and Item 19 of Schedule J**
- **Records of any interest in an educational IRA or state tuition program- to be included in Item 11 of Schedule B and filed separately**
- **Chapter 11 Small Business Requirements**
  - **Balance Sheet** (*due immediately*)
  - **Statement of Operations** (*due immediately*)
  - **Cash Flow Statement** (*due immediately*)
  - **Federal Income Tax Returns** (*due immediately*)